



NEW HOME ESCROW CHECKLIST

Property Address: _____ City: _____ State: _____ Zip: _____

Agent Name: _____ Seller/Buyer Side: _____ Property Type: _____

ORIGINAL CONTRACTS

- ☐ Commission Demand \$ _____
- ☐ Original Purchase Contract
- ☐ Copy of Deposit Check # _____ \$ _____
- ☐ Original Counter Offer _____
- ☐ Original Addendum _____

DISCLOSURES

- ☐ Signed Natural Hazard Disclosure Statement (if applicable)
- ☐ Natural Hazard Full Report (if applicable) - By: _____
- ☐ Original Environmental Hazard Receipts (if applicable)

REPORTS & MISCELLANEOUS CLOSING DOCUMENTS

- ☐ Preliminary Report
- ☐ Settlement Statement

**TURN YOUR FILE IN 3 DAYS BEFORE CLOSE OF ESCROW
SO WE CAN PROCESS YOUR CHECK IN TIME**

- ☐ Request Sign Post Removal ☐ Request MLS Closure

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FOR OFFICE USE ONLY:

Escrow No: _____ Audit Date: _____ Escrow Check Date: _____
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